

**Riverview Psychiatric Center
Executive Leadership Committee
Date: June 20, 2007**

COMMITTEE MEMBERS PRESENT

x	David Proffitt, Superintendent	x	Lucia Nadeau, Personnel Officer
x	William Nelson, Medical Director	x	Angie Newhouse, Staff Development Director
x	Jamie Morrill, Deputy Supt. Of Administrative Services	x	Holly Dixon, Peer Support Coordinator
x	Teresa Mayo, Deputy Supt. Of Programs		Barbara Sylvester-Pellett, Director Risk Mgmt./Safety
x	Stephanie George-Roy, Social Work Director		Bob Patnaude, Safety Officer
x	Terry O'Neal, Admission Coordinator	x	Tina Libby, Rehabilitation Services Director
	Colleen Cutler, Program Service Director	x	Lisa Manwaring, Program Service Director
	Barbara Mispilkin, Program Service Director		Bob Lamoreau, Program Service Director
	Lauret Crommett, Director of Nursing		

Minute Recorder: Charlotte Lalime

Next Meeting: July 18th, 2007

Minutes Approved:

Topic	Discussion	Action Plan	Person Responsible
Review of Minutes	Minutes of June 6, 3007 minutes approved.	Approved	C.Lalime
Announcements	Dr. Nelson reminds all that there will be a cake and punch this Friday in the Casco for Michael Price, Dan Filene and Steve Brewer.		
	There will be a reception for David Mee-Lee, MD co-occurring disorders consultant today.		
Medical Staff Report	Dr. Nelson notes that the physicians are asking when the units will have a computer connection. Dr. Nelson adds that he would like clients to have an access to healthy recovery type websites.	Informational	
	Dr. Nelson states he is interviewing a locum tenens PA. For	Informational	

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	possible employment.		
Infection Control	B. Sylvester-Pellett is working to update employee immunization records. This needs to be completed before JCAHO arrives. Supervisors are asked to assure their employees immunization records are up to date.	Supervisors to assure employee records are updated. Kathleen to send out list of those needing updating.	K. Mitton
Safety Committee	No report		
Clinical Leadership	<p>T. Mayo reports plans to change times of the community meetings, morning meetings and leadership meetings.</p> <p>Departments have been asked to set responsibility guidelines for their staff concerning group leadership on the treatment mall.</p> <p>Five peer debriefers have been trained as part of pilot program for workers comp. The peer debriefers will talk to staff after an assault has occurred. Cards have been sent out from NODs and Cheryl Burns announcing this process. If peer debriefers have concerns the staff person will be sent to MaineGeneral for follow-up.</p> <p>Riverview will celebrate our 3rd anniversary is scheduled on June 26 and 27. Client awards will be presented on the 26th at community meetings. Activities for the 27th include a sunrise dinner for 3rd shift, cookout at noon in the Café and courtyard. D. Proffitt will present staff awards for longevity, and health improvement along with recognizing the new Quality Champions. The co-occurring coaches will also receive awards.</p>	<p>Dave would like to get this up and running as soon as possible.</p> <p>Informational</p> <p>Informational</p>	

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	Dr. Mayo states the volunteers are needed to help with the cookout and decorating.		
Labor Management	No report.		
Behavioral Response Committee	B. Sylvester-Pellett announces the committee charter has been approved.	Noted	
Nursing Leadership	<p>L. Crommett announces the selection of a new ADON, Diane Pearson. She adds that there were excellent candidates. Diane will be starting this position in approximately two weeks. The Nursing Dept will be rearranged to allow room for a 2nd ADON; the NODs will be moving to T. Cooper's present office, T. Cooper and D. Pearson will take up residence in the present NOD office.</p> <p>L. Crommett reports that the present staffing issues will continue throughout the summer months with our FMLs and injuries, but she is pleased to add that we have not gone below our core. Two contract RNs will start July 9th. D. Proffitt suggests that when our staff attend outside trainings, it may be helpful for them to take along flyers for physician and nurse recruitment.</p> <p>Items for discussion at today's Nursing Leadership include a new nursing flow sheet; nursing officiating at the morning meetings, and dry rounds revision. D. Proffitt suggests a review of the response time of the response team. Dave says response time of response team needs to be reviewed. He reports that those attending a stat call last night, including the PA and NOD, were attempting to engage the client, but there barrage of verbal demands was not helpful.</p>	<p>L. Crommett will send out an email announcing the selection of Diane Pearson as the new ADON.</p> <p>Provide recruitment flyers when at outside trainings, etc.</p> <p>Informational</p>	L. Crommett

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	He adds that the MHWs were very good with her.		
Quality Council	B. Sylvester-Pellett states there will be a Quality Council meeting on Friday. SRC average time graphs have been distributed.	Informational	
Policy and Procedure Committee	Jamie states that this Committee will be meeting on June 28 th .	Noted	
Pharmacy and Therapeutics Committee	Dr. Nelson reports that Drs. Davis and Castellanos have asked for a ban on nicotine inhalers.	D. Proffitt suggests a protocol be developed for use of inhalers.	Dr. Nelson
Staff Development	A. Newhouse reports that there are 7 applicants for wellness coordinator and she will be interviewing next Monday.	Informational	
Human Rights Committee	No recommendations from the Committee. The Committee is discussing continuity of care as pertaining to physician to physician exchange before an anticipated admission.	Dr. Nelson will attend the next Human Rights Committee meeting.	Dr. Nelson
Quality Improvement Teams	B. Sylvester-Pellett states that a PIT may need to be established around national patient safety goals. The Clinical Council reports a need to look at the client banking process A PIT may need to be developed.	Informational D. Proffitt asks that 5 people be identified to work with B. Sylvester-Pellett on a charter. Committee will be chaired by S. George-Roy and T. Libby. Recommendation in two weeks.	B. Sylvester-Pellett S. George-Roy T. Libby

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Staff Injury Reports	<p>M.K.- twisted foot on floor mat.</p> <p>Bob reports injury by tossing trash bags into dumpster. Injury not reported.</p> <p>D.B. – cut thumb, no lost time.</p> <p>A.M – scratches around eyes. No treatment P.C.- hurt shoulder, no treatment T.H. – Hurt left cheek. No treatment.</p> <p>L.C. – Bitten during incident. Sent to ER. Refused HIV treatment. Client was Tested client.</p> <p>Hurt during incident with client. A.L. – Hurt right upper arm J.H. – Fell to floor and hurt hip A.B. – another staff landed on her knee S.N. – Sore knee and wrist from falling to floor, working reduced hours.</p> <p>J.W. – particle in eye during mowing. Was wearing safety</p>	<p>Matt removed until it can be double faced taped.</p> <p>Use appropriate tools. First aid kits are being set up outside in some of shacks. Inventory of personal tools need to be made and staff should not come to work with knives.</p> <p>Remove dry erase board/rearrange room Jamie to look into why windows not in all doors.</p> <p>Staff felt different coping methods could have been used.</p> <p>Counseled</p>	B. Patnaude

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	glasses. Bob said they are mowing without guard on mower. D. Proffitt asked that Bob check into obtaining a basketball hoop for the Kennebec yard.		
New Business			
Policy Review	<p>The following policies were presented for review:</p> <p>HR.2.10 Orientation, Education/Training Development</p> <p>HR.3.10 Employee Competency Assessment</p> <p>HR.2.30 Professional Staff Training Requirements - conflicts with medical staff bylaws.</p> <p>HR.2.10.2 Orientation for Contracted and Other Employees</p> <p>HR.2.10.3 Promotional Orientation</p>	<p>Approved</p> <p>Approved</p> <p>Remove from policy manual</p> <p>tabled</p> <p>Recommend combining with HR.2.10.</p>	
	B. Patnaude notes that some staff not wearing their ID badges or duress transmitters.	B. Patnaude to email the PSDs and RN IVs asking them to be cognizant of staff not wearing badges/duress pagers reminding them of our policies regarding these items.	B. Patnaude
Meeting adjourned at 11:45			